



The College of New Jersey

Office of Student Financial Assistance <http://veterans.pages.tcnj.edu/>

Email: osfa@tcnj.edu

Phone: 609-771-2211

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The Office of Student Financial Assistance (OSFA) is here to serve and counsel you on various resources with which to fund your college education. We endeavor to provide quality customer service as we meet your individual needs in a timely and efficient manner.

Please review this form in its entirety (Step 1 to Step 6):

Step 1: Apply for Veterans Education Benefits

Complete the appropriate Veterans education benefit applications to apply for your benefits via the U.S. Department of Veterans Affairs website - <https://www.va.gov/education/how-to-apply/>.

If you have already applied for Veterans Education Benefits and received your VA education benefits paperwork, proceed to Step 2.

Step 2: Submit TCNJ Online Veterans Education Benefits Request Form.

Complete the online form and it is sent electronically to the Office of Student Financial Assistance staff. The Veterans Education Benefits Request Form must be completed every academic year in order for the Financial Aid staff to submit your enrollment certification in the VA portal. The link to complete the form is: <https://tinyurl.com/y6an79sl>.

Step 3: TCNJ Authorized User

TCNJ Authorizer User is an individual who has been granted permission to view and discuss a student's billing, financial aid, and/or education records. TCNJ students are eligible to grant this access to up to three individuals with whom they wish to share their account details. **Access must be granted before staff will discuss student's detailed account information.** Click [here](#) for additional information and to grant permission to an authorized user..

Step 4: Review the instructions below depending on the type of Veterans Education Benefits you plan to use:

Type of Veterans Education Benefits	Submit to the Financial Aid Office	Veterans Education Benefits
<p>Chapter 31 Veteran Readiness and Employment (formerly Vocational Rehabilitation)</p>	<p><u>Student's Responsibility</u></p> <ol style="list-style-type: none"> 1. Send an email to osfa@tcnj.edu and indicate that you are a new student and include your 6-digit TCNJ PAWS ID number. <p>Include the name, phone number and email of your VA Vocational Rehabilitation Counselor.</p> <ol style="list-style-type: none"> 2. Complete the TCNJ Veterans Education Benefits Request form, click here. This form must be completed at the beginning of every academic year. 3. If there is a balance, you are responsible to pay the balance by the Office of Student Accounts billing calendar due dates. <p>*Direct deposit for your VA benefits payment, click here.</p>	<p><u>Financial Aid Office / VA School Official</u></p> <ol style="list-style-type: none"> 1. TCNJ Financial Aid Office (FAO) will email the VA Vocational Rehabilitation Counselor (VRC) to request that the VRC submit an authorization in the VA Tungsten Portal. 2. Once the authorization is submitted, the TCNJ FAO will receive an email to proceed and submit the student's billing invoice and student schedule. 3. TCNJ's Student Accounts Office will be notified to place a third-party waiver on the student bill for the amount that will be paid by the VA. 4. Veterans Affairs will send the tuition and fees payment directly to TCNJ. A waiver is posted to the student's account. 5.
<p>Chapter 33 Post 9-11 G.I. Bill</p>	<p><u>Student's Responsibility</u></p> <ol style="list-style-type: none"> 1. Email your Certificate of Eligibility letter to osfa@tcnj.edu. 2. Complete the TCNJ Veterans Education Benefits Request form, click here. This form must be completed at the beginning of every academic year. 	<p><u>Financial Aid Office / VA School Official</u></p> <ol style="list-style-type: none"> 1. The Financial Aid Office informs the Office of Student Accounts to place a third-party waiver on the student bill based on the percentage of tuition and fees that will be paid as stated on the Certificate of Eligibility. The VA will send the tuition and fee payments directly to TCNJ. Any additional payments are sent directly to the student. Contact the VA Student Help

	<p>3. If there is a balance, you are responsible to pay the balance by the Office of Student Accounts billing calendar due dates. Below are links to various resources to pay the balance: Bill Payment Options Installment Payment Plan Private Student Loans Federal PLUS Loan</p> <p>4. Sign up for mandatory VA enrollment verification.</p> <p>*Direct deposit for your VA benefits payment, click here.</p> <p>*Per VA regulations, any tuition specific aid must be deducted from the amount paid by VA.</p> <p>*Questions regarding payments should be directed to the VA because the VA will send the student their VA payments. Contact the VA Student Help Desk regarding the payment process at 888-442-4551.</p>	<p>Desk regarding the additional payments at 888-442-4551</p> <ol style="list-style-type: none"> The first VA certification is sent to notify the VA the number of registered units/credits and tuition and fees are listed as zero. This allows the VA to begin processing book/housing stipends. The second VA certification with the tuition and fee amount. The second certification cannot be sent until after the TCNJ Add/Drop period each semester, per VA regulations. The VA will wire the tuition and fee payment to TCNJ. If a student is also planning to use the NJ National Guard Tuition Waiver, this may impact the total amount that will be paid by the Post 9-11 G.I. Bill. Adjustments to your schedule (dropping a class/es) after the add/drop period may create a debt. A portion of the waiver may be reduced and returned to the VA.
<p>Chapter 35 Survivors and Dependents Education Assistance</p>	<p><u>Student's Responsibility</u></p> <ol style="list-style-type: none"> Email your Certificate of Eligibility letter to osfa@tcnj.edu 	<p><u>Financial Aid Office / VA School Official</u></p> <ol style="list-style-type: none"> The Financial Aid will inform the VA the total amount of units/credits the student is enrolled in for the semester.

	<p>2. Complete the TCNJ Veterans Education Benefits Request form, click here. This form must be completed at the beginning of every academic year.</p> <p>3. You are responsible to pay the tuition bill by the Office of Student Accounts billing calendar due dates. Below are links to various resources to pay the balance:</p> <p>Bill Payment Options Installment Payment Plan Private Student Loans Federal PLUS Loan</p> <p>**The VA will send the student their VA payments. Direct deposit for your VA benefits payment, click here.</p> <p>Note: The VA does not send any funds to TCNJ, thus the student is responsible for paying the bill to avoid late fees, holds, and deregistration that is managed by the Office of Student Accounts.</p> <p>*Questions regarding payments should be directed to the VA will send the student their VA payments. Contact the VA Student Help Desk regarding the payment process at 888-442-455</p>	
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Chapter 1606	Student's Responsibility	Financial Aid Office / VA School Official
<p>Montgomery GI Bill Selected Reserves</p>	<ol style="list-style-type: none"> 1. Email your Certificate of Eligibility letter to osfa@tcnj.edu 2. Complete the TCNJ Veterans Education Benefits Request form, click here. This form must be completed at the beginning of every academic year. 3. You are responsible to pay the tuition bill by the Office of Student Accounts billing calendar due dates. Below are links to various resources to pay the balance: <ul style="list-style-type: none"> Bill Payment Options Installment Payment Plan Private Student Loans Federal PLUS Loan <p>*The VA will send the student their VA payments. Direct deposit for your VA benefits payment, click here.</p> <p>Note: The VA does not send any funds to TCNJ, thus the student is responsible for paying the bill to avoid late fees, holds, and deregistration that is managed by the Office of Student Accounts.</p> <p>*Questions regarding payments should be directed to the VA will send the student their VA payments. Contact the VA Student Help Desk regarding the payment process at 888-442-4551.</p>	<p>The Financial Aid will inform the VA the total amount of units/credits the student is enrolled.</p>

<p>Air Force</p>	<p><u>Student's Responsibility</u></p> <ol style="list-style-type: none"> 1. Once you are registered for classes, obtain approval from the AirForce for the tuition assistance at your command or company. 2. Verify with the Air Force if you need to submit your classes into the student AirForce portal to initiate the process. 3. Submit the paperwork to osfa@tcnj.edu. <p>*You are responsible to pay any balance not paid by the Air Force by the Office of Student Accounts billing calendar due dates. Below are links to various resources to pay the balance: Bill Payment Options Installment Payment Plan Private Student Loans Federal PLUS Loan</p>	<p><u>Financial Aid Office / VA School Official</u></p> <ol style="list-style-type: none"> 1. Upon being notified by the student they have submitted their information to the Airforce, the Air Force portal will be checked to view the student's information. 2. Submit the invoice to the AirForce which initiates payment to the college. A third-party waiver will be placed on the student's account until the funds have been received. 3. Once grades are posted in TCNJ PAWS portal, the grades will be uploaded into the AirForce portal.
<p>Army Tuition Assistance</p>	<p><u>Student's Responsibility</u></p> <ol style="list-style-type: none"> 1. Obtain approval from the Army for Tuition Assistance and submit the necessary paperwork via the Army student portal. 2. Notify the Office of Student Financial Assistance at osfa@tcnj.edu that you have been approved to receive Army Tuition Assistance funding. The email will be forwarded to 	<p><u>Financial Aid / VA School Certifying Official</u></p> <ol style="list-style-type: none"> 1. Upon being notified by the student they have submitted their information to the Army Tuition Assistance program, the portal will be checked to view the student's information. 2. Submit the invoice to the Army which initiates payment to the college. A third-party waiver will be placed on the student's account until the funds have been received.

	<p>the TCNJ Financial Aid VA School Certifying Official.</p> <p>*You are responsible to any balance not covered by the Army by the Office of Student Accounts billing calendar due dates. Below are links to various resources to pay the balance: Bill Payment Options Installment Payment Plan Private Student Loans Federal PLUS Loan</p>	<p>4. Once grades are posted in TCNJ PAWS portal, the grades will be uploaded into the Army's portal (if required).</p>
<p>NJ National Guard</p>	<p><u>Student's Responsibility</u></p> <p>1. File the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. This is a requirement of the NJ National Guard Tuition Waiver program. Federal and state grants, if applicable, are deducted first from the tuition. The National Guard Tuition Waiver is applied if there is a tuition balance.</p> <p>*Summer applicants: The FAFSA must be filed by June 30th.</p> <p>2. Submit a signed Commanders Certification every semester. The certification must have the semester on the document.</p> <p>* Post 9-11 G.I. Bill / Chapter 33 Recipients: if the student is planning to use Chapter 33 Post 9-11 G.I. Bill benefits this may impact the amount of</p>	<p><u>Financial Aid / VA School Certifying Official</u></p> <p>1. Verify if the FAFSA has been filed and verify if the student is eligible for federal and/or state grants. If the FAFSA is not on file, the student will be emailed to file the FAFSA and processing will not continue until a completed FAFSA is on file.</p> <p>2. If the student is selected for verification by the New Jersey Higher Education Student Assistance Authority the state file must be completed for the National Guard Waiver is processed.</p> <p>3. Submit the amount of grants eligibility to the Office of Student Accounts (OSA). OSA will post the National Guard Tuition Waiver. The Office of Records and Registration will also verify enrollment.</p>

	<p>the National Guard Tuition Waiver.</p> <p>*You are responsible to pay the tuition bill by the Office of Student Accounts billing calendar due dates. Below are links to various resources to pay the balance:</p> <p>Bill Payment Options Installment Payment Plan Private Student Loans Federal PLUS Loan</p>	
<p>Army ROTC Program</p>	<p><u>Student’s Responsibility</u></p> <ol style="list-style-type: none"> 1. Notify the Financial aid Office that you are a new student who is receiving an Army ROTC <u>tuition</u> scholarship. 2. Follow up with the Princeton Army ROTC regarding any other obligations that must be followed. 	<p><u>Financial Aid / VA School Official</u></p> <ol style="list-style-type: none"> 1. Upon notification from the Princeton Army ROTC Office staff who confirms all Army ROTC Tuition Scholarship students, a temporary credit, ‘Anticipated Army ROTC Scholarship’ waiver will be applied to the student’s bill until the Army wires the tuition payment to TCNJ. 2. A copy of tuition charges will be emailed to the Princeton Army ROTC Office for verification of payment for additional charges (i.e. lab fees, welcome week fee, Live Text Learning fee, etc.) that may appear on the bill that are separate from the standard tuition and fee charges.

Step 5: Office of Student Accounts – Billing, Payment Plan, Parking, ID Card Services

Students are responsible for paying their outstanding balance by the [billing calendar](#) managed by the [Office of Student Accounts](#) (OSA). OSA offers several [bill payment options](#) to help students pay the bill. Questions

regarding billing and payments should be directed to the [Office of Student Accounts](#) via email stuacct@tcnj.edu or phone (609) 771-2172.

The Office of Student Accounts located in Green Hall 119 serves the TCNJ Community by billing student tuition and fees, room and board, processing refunds, issuing the TCNJ ID Card, and providing parking services through sale or issuance of parking permits. Below are links to additional information:

- ✓ Office of Student Accounts main website - <http://studentaccounts.tcnj.edu/>
- ✓ Billing - <http://studentaccounts.tcnj.edu/billing/>
- ✓ Installment Payment Plan - <http://studentaccounts.tcnj.edu/billing/bill-payment-options/installment-payment-plan/>
- ✓ Parking - <https://parking.tcnj.edu/>
- ✓ ID Card Services - <https://cardservices.tcnj.edu/>

Step 6: Financial Aid

Title IV Funding - Free Application for Federal Student Aid (FAFSA)

Students may complete the Free Application for Federal Student Aid (FAFSA) annually to apply for federal loans and grants. The FAFSA website is www.studentaid.gov. Upon completing the FAFSA, students should monitor their TCNJ email for either a financial aid award notification or an email requesting additional information. For additional information regarding federal financial aid programs, click [here](#).

The New Jersey Higher Education Student Assistance Authority (NJ HESAA) automatically receives the FAFSA information for all New Jersey students. Log-in to the NJ HESAA portal NJFAMS regarding state aid eligibility and if additional information is needed. Click [here](#) to access the NJ HESAA portal.

If you have additional questions and want to speak with the TCNJ School Veterans Certifying Official call 609-771-2211 or email osfa@tcnj.edu to schedule an appointment